

C-O-N-F-I-D-E-N-T-I-A-L

FILED: *Records 2*

RETURN TO

RECORDS MANAGEMENT DIVISION

7 April 1955

MEMORANDUM FOR: All Area Top Secret Control Officers

SUBJECT : Retirement of Top Secret Documents

1. Several questions have been raised concerning the retirement of Top Secret records. As the result of discussions with Records Management and Security, the following information is passed to you for your use.

2. Inactive Top Secret material may be retired in one of two ways, either directly to the Records Center or to the Central Top Secret Control. Top Secret documents which have been integrated with material of other classifications in a file series may be retired in file with the material of lower classification in order to retain the integrity or continuity of the files, and sent to the Records Center. Top Secret documents which are separated from material of other classifications or held as individual files may be retired to Central Top Secret Control.

3. The following procedures will govern the retirement of inactive Top Secret documents:

a. Top Secret integrated in file series.

The material will be prepared in accordance with records management procedures except that when the Form 60-52A (renumbered 140a), Records Shelf List, is prepared, a list or manifest showing the Job No. _____, Box No. _____ of _____ Boxes, and each Top Secret document by (1) Top Secret Control number, and (2) Copy number, shall be prepared in quadruplicate, signed and dated by the retiring official.

The Top Secret manifest shall be prepared for each container. One copy shall be fastened to the outside of the first file jacket in the container, one copy is given to the Area Records Officer, attached to the appropriate forms 60-52A, two copies are given to the Area Top Secret Control Officer (one of which is for the Assistant TS Control Officer, if appropriate). The Area Records Officer will coordinate with the Area Top Secret Control Officer and the Top Secret material in the container shall be inventoried against the Top Secret manifest. Upon completion the Area Top Secret Control Officer shall seal the container, by using brown gummed paper tape, and signing across the tape with a grease pencil, and shall arrange with the Area Records Officer for the pickup of the container, obtaining a memorandum receipt from the Records Center for the sealed container. The Area Top Secret Control Officer will make the necessary entry on the TS Log to reflect the transfer of the TS documents as "Retired to Records Center", "Job No. _____, Box No. _____ of _____ Boxes".

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b. Top Secret documents not integrated with other material.

The material will be prepared in accordance with Top Secret Control procedures and sent to Central Top Secret Control for retirement. Mark in red on the Signature Record and Cover Sheet "Retired". Enter on the Top Secret Log "Retired to CTSC". Obtain the necessary document receipts.

4. It is requested that the necessary action be taken within your Areas including coordination with the appropriate Area Records Officer to permit the retirement of inactive Top Secret material.



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CIA Top Secret Control Officer

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